

Do not call to schedule a time to complete community service				
MUNICIPAL COURT OF ATLANTA COMMUNITY SERVICE SHEET				
Client's Name:			# of Hours to Complete:	
Next Court Date:	Courtroom:	Court Time:	A.M./P.M.	
C/S Only _____	Teens Learning _____	Restorative BD _____	Sentinel Probation _____	ABC _____

READ THIS FORM IN ITS ENTIRITY BEFORE SIGNING YOUR NAME. YOU ARE RESPONSIBLE FOR COMPLIANCE WITH THE GUIDELINES AS SET FORTH BELOW:

I understand that I must perform my community service thru the community service program at The Municipal Court of Atlanta. All exceptions must be approved before I start performing the hours at any other location. Should an exception be granted, my community service **MUST** be completed thru an approved Non-profit organization (501 ©3). All community service completed at an agency outside of the Court will be annotated on the participating agency's letterhead.

I must sign-in at 8 a.m. and leave my community service sheet with the Community Court Staff and return at the end of each work day to pick it up. Failure to do so will result in no hours being credited for the day.

I understand that it is my responsibility to keep up with this sign-in sheet. I must return this sign sheet to the Community Court Staff, located on the 2nd floor of Courthouse before my court reset date. In return, I will receive a "Certificate of Completion" verifying my service hours.

In order to assure a safe and appropriate work environment, the following dress code must be followed by clients:

- **When client reports to work, he/she must wear clothing appropriate to work assignment (Long or short sleeve shirt/blouse).**
 - **Clients must wear shoes that cover the entire foot (steel-toed boots are not required). No high heels, slippers, or open toe sandals.**
 - **No clothing with obscene or derogatory pictures or phrases.**
 - **No gang – related items/colors allowed.**
 - **Caps are to be worn properly and may not have obscene or derogatory pictures or phrases.**
 - **Caps are not be worn inside by males.**
 - **Pants are to be worn on the waist or hip (no lower). NO SAGGING; UNDER NO CIRCUMSTANCE.**
 - **A belt will be worn with pants.**
 - **No short pants; no pants/jeans with holes; and no sweat pants**
 - **No tank tops**
 - Community service is available **Monday thru Thursday** at the Municipal Court (exception – inclement weather-rain, freezing temperatures, etc. The majority of community service is done outside). The court is closed on Fridays except to pay fines. I will meet in the jury room on the second floor (the glass walled room nearest the elevators in the mail lobby area) at 8:00 a.m. in the Municipal Court of Atlanta building. Street level entrance into the Municipal Court building is the second floor. Anyone not in the jury room at 8:00am will not be allowed to complete community service on that day.
 - Community service hours are completed in a minimum 4 hour block.
- **Available hours: 8 a.m. – 12 p.m.
8 a.m. – 4 p.m.**
- I will only be credited for the hours I actually work.
 - **Community Service is also available on Saturdays.** I can listen to a pre-recorded voice message detailing the time and location to meet for Saturday projects by calling 404 588-2252 on Thursday of each week, after 6 p.m. Listen to the entire message. Information pertaining to cancellation due to inclement weather, holiday schedules, etc, will be recorded. I cannot leave a message on this line.
 - I am responsible for my transportation to and from the work site.
 - Failure to perform work as instructed, insubordination, intoxication, profanity, illegal drug use, or any act disruptive to the work crew will result in me being immediately dismissed from the work detail and the reason for dismissal reported to the sentencing judge.

Sexual Harassment Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature. Any person employed and/or any non city employee can report cases of sexual harassment, regardless of who the offender may be. Sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated. In the event incidents of sexual harassment do occur, it is the policy of the city to take prompt remedial action, calculated to end the harassment. Retaliation for making a complaint of sexual harassment will not be tolerated. If a person feels that s/he has been sexually harassed s/he should report it immediately to Management or someone in HR. If an investigation results in a finding that the complainant willfully made a false complaint of sexual harassment, that complainant shall be subject to disciplinary action.

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Waiver

I will in no way consider myself or represent myself as an employee of the City of Atlanta, the Municipal Court of Atlanta, the institution where I am performing this community service, or any other agency, business or individual in the course of or as a result of this community service. Nor will I make any claim for wages, unemployment benefits or worker's compensation benefits from any sources mentioned above as a result of this activity or related community service.

I will assume all liability for bodily or personal injury that I may receive arising from, and by reason of, any and all known or unknown, foreseen or unforeseen causes, or any other consequences that may result from participation in this program. I release and hold harmless each and every municipality, agency, office, institution or individual where community service hours are performed for any injury to my person or property.

Date	Time-In	Time-Out	Hours Completed	Location	Supervisor's Signature

Signature _____ on (date) _____ is
acknowledgement that I have read and understand the contents of this form.